



DEPARTMENT OF THE NAVY
COMMANDER AMPHIBIOUS GROUP THREE
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SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 5062.1A
N002

8 May 06

COMPHIBGRU THREE INSTRUCTION 5062.1A

Subj: HOMECOMING PREPARATIONS/SISTER SHIP/SQUADRON
RESPONSIBILITIES

1. Purpose. To delineate responsibilities for ship's homecomings, change of homeport and sister ship tasking.
2. Cancellation. COMPHIBGRUTHREEINST 5062.1
3. Background. The sister ship/squadron program is intended to provide a measure of administrative and moral support for the deployed unit's dependents during the difficult period of family separation. Highly encouraging results have been consistently obtained from the employment of this concept during deployments. Accordingly, enthusiastic and professional support of this program is strongly encouraged. Functions of a designated sister ship/squadron include, but are not limited to such items as:
 - a. An informal point of contact for the Ombudsman and wives of the CO/XO of the deployed ship and the Commodore/CSO of the assault squadron.
 - b. An access into the Navy message system.
 - c. Counsel and advice when needed, to the deployed ship's Ombudsman or wife of CO/XO.
 - d. Coordination of pre-deployment arrangements, Christmas parties, Tiger Cruises, video taping sessions, preparation for the ship's return, and other appropriate morale enhancing activities.
 - e. Other assistance as appropriate.
4. Responsibilities. The following is a breakdown of COMPHIBGRU THREE, sister squadron/ship and Ombudsman responsibilities.
 - a. COMPHIBGRU THREE responsibilities:

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(1) Assign a sister squadron/sister ship responsible for homecoming assistance at least two months prior to deployment. Sister squadron and sister ship assignments are promulgated by COMPHIBGRU THREE message. Assistant sister ship assignments will be made according to changing ships' schedules.

(2) CPG-3 Flag Secretary will act as the group's representative to assist sister squadron/ship, Ombudsman and deployed ship's homecoming coordinator (if available) with any concerns or questions.

(3) Assist in arranging an initial homecoming meeting 90 days prior to ship's return with Naval Station, squadron/ship ombudsman, sister ship and homecoming coordinator (if available). Additional meetings will be held 45 and 15 days prior to ship's return.

(4) Send request for Military Band at least three months prior to ship's arrival.

(5) Arrange final meeting 24 hours prior to ship's return to ensure communications and coordination has been established between all POC's involved in homecoming activities, including parking arrangements, traffic flow, VIP schedules and pier communications.

b. Sister squadron/ship responsibilities:

(1) Assign a Command Representative (CR), generally the CMC, or Supply Officer, to assist Ombudsman and homecoming coordinator of returning ship. The CR should be the same person from start to finish of the ship's deployment cycle.

(2) Ensure CR contacts homecoming ship's Ombudsman to arrange meeting to discuss desired services and other details. CR meets with Group, Ombudsman and Homecoming coordinator (if available) as necessary to ensure all preparations are on track.

(3) Provide as many 6-8 ft. tables, w/tablecloths, as needed for Ombudsman, Navy League and serving refreshments. Provide a minimum of fifty (50) chairs for pregnant wives and elderly guests to use. If sister ship cannot provide tables and chairs, they can be obtained from others ships, NAVSTA 1ST LT'S Office (6-6796), and for a rental fee, through PWC (6-5445/5429) and local area MWR's.

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(4) Provide 1 or 2 canopies/awnings, as desired, for refreshment area outside Pier gate. They may be obtained from sources mentioned above or rented from MWR Gear Rental (6-7493) at a current cost of \$35.00 each. If using Gear Rental, recommend reserve canopy one month in advance of homecoming. Pick-up is day prior to return of ship and turn-in NLT COB day of ships return. The canopy/awning(s) should be staged prior to 0630 the day of homecoming.

(5) Provide two bottles of helium for blowing up balloons. If unavailable, have Ombudsman use their funds to rent the helium.

(6) Coordinate delivery of ship's lei's and flowers to Camp Pendleton. (If required).

(7) Send request to MWR one month in advance of homecoming to ensure Automobile Long Term Storage Lot will be open and a representative will be available with keys and paperwork to release vehicles.

(8) Provide refreshments for homecoming day - sister ship should brief their arrangements at the final Strike Group meeting (para 4 a (5)). Examples are cookies, cake, coffee, punch and water. Recommend sugar-free lemonade vice colored bug juice (stains are difficult to remove from kids clothes). Portions should equal approximately four cookies, one piece of cake and two cups of coffee, punch, etc., per expected guest. Refreshments should be set up at least two hours prior to ships arrival.

(9) Reserve parking for homecoming through NAVSTA Parking Coordinator (Code N444P), (6-5735/1061) at least one month in advance. Parking reservations are requested by message and must include dates and times, number of spaces desired, location, POC and type of event. Info CPG-3//N002//on all requests. Additionally, the request must address desired reserved spaces at the foot of the pier for VIPs, CO/XO/CMC wives, Ombudsman and handicapped. Assign parking lot watches to designated parking areas the day prior to arrival to ensure parking lot remains open to guests.

(10) Assign experienced line handlers (two handlers per line) and an experienced petty officer-in-charge. Provide heaving lines to throw from pier to ship as extra safety

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measure. All line handlers should be wearing appropriate required safety gear.

(11) Provide a Hospital Corpsman on the pier during the homecoming event.

(12) Provide an appropriate number of personnel to act as crowd control and assist pier sentries. Assign a senior crewmember to be in charge of the overall safety on pier. Two person security at each pier and a roving security watch to direct traffic is a minimum requirement. This keeps traffic flowing smoothly and allows for a constant appraisal of the parking situation, which enables the initiation of overflow parking at a faster rate.

(13) Ensure cleanliness of the pier and surrounding area. Clear unnecessary equipment/vehicles from the area. Liaison with any other ships on the pier to ensure all deliveries are secured from at least one hour prior to and one hour after ships arrival. Homecoming is the principle event for the time scheduled. Other pier requirements must be scheduled around the homecoming.

(14) Contact PWC, Transportation, (6-7606), and arrange for pick-up of command vehicles requested by returning ship 48 hours prior to arrival.

(15) Ensure all support personnel are in the uniform of the day.

(16) Ensure Coronado Bridge and NAVSTA Foot Bridge signs are hung the day before.

c. Ombudsman and/or Homecoming Coordinator responsibilities:

(1) Meet with sister ship at the earliest opportunity. Ideally, a meeting held prior to deployment will establish a working relationship with the sister ship command representative. This meeting should include representatives from both the deploying ship and sister ship. May also include CO/XO/CMC wives and Support Group Leader.

(2) Meet with the Support Group, if applicable, to determine the homecoming activities desired by the families and

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to assign Support Group responsibilities for homecoming.
Reminder, all homecoming activities are at command discretion.

(3) Meet with the sister ship approximately three months prior to homecoming to discuss details and options on homecoming preparations. Continue to meet with the sister ship as necessary to ensure preparations are on schedule.

(4) Contact Navy League, 582-5708, at least two months in advance and MWR, 556-5570, at least one month in advance to advise these organizations of the ship's return.

(5) Arrange pier entertainment (other than military band) and ensure NAVSTA Security has the list of entertainers requiring access to the base.

(6) Ensure that the sign to be displayed on the Coronado Bay Bridge is delivered to the sister ship and that the ships lei and flowers are delivered to the sister ship at least two days in advance of homecoming.


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PHIBGRU THREE website.
<http://www.cpg3.navy.mil>